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GOVERNMENT GAZETTE

BOLETIM OFICIAL

GOVERNMENT OF GOA, DAMAN AND DIU

Secretariat

Notification

GAD/B/44/10188/66.

The Flag Code — India, as published by Government of India, Ministry of Home Affairs is hereby produced for general information and guidance.

D. V. Sawant, Deputy Secretary, General Administration Department.

Panjim, 7th July, 1966.

GOVERNMENT OF INDIA MINISTRY OF HOME AFFAIRS

The Flag Code — India

The National Flag is flown at different places on various occasions. To ensure that the correct usage regarding the display of the National Flag is well understood, the instructions issued from time to time on the subject have been embodied in this Code for general guidance.

I — General

On all occasions for official display, only the Flag conforming to specifications laid down by the Indian Standards Institution and bearing their standard mark shall be used. On other occasions also it is desirable that only such Flags of appropriate size should be flown.

II — Size

The National Flag is available in five standard sizes, namely: —

- (1) 21' × 14'
- (2) 12' × 8'
- (3) 6' × 4'
- (4) 3' × 2'
- (5) 9' × 6'

The appropriate size should be chosen for display. The smallest size is intended for motor cars.

III — Correct Display

(1) Wherever the Flag is flown, it should occupy the position of honour and be distinctly placed.

(2) When the Flag is flown on public buildings, it shall be displayed on all days including Sundays and holidays from sun-rise to sun-set irrespective of wheather conditions. The Flag may be flown on such buildings at night also but this should be only on very special occasions.

(3) The Flag shall always be hoisted briskly and lowered slowly and ceremoniously. When the hoisting and the lowering of the Flag is accompanied by appropriate bugle calls, the hoisting and lowering should be simultaneous with the bugle calls.

(4) When the Flag is displayed from a staff projecting horizontally or at an angle from a window-sill, balcony, or front of a building, the saffron side shall be at the farther end of the staff.

(5) When the Flag is displayed in a manner otherwise than by being flown from a staff, the saffron band must be uppermost when it is displayed flat and horizontal on a wall; when displayed vertically, the saffron should be to the right with reference to the Flag, i. e. it should be to the left of a persons standing facing it.

(6) When displayed over the middle of a street, running east-west or north-south, the Flag shall be suspended vertically with the saffron to the north, or to the east as the case may be.

(7) If flown on a speaker's platform, the Flag shall be on the speaker's right. If otherwise displayed, the Flag shall be above and behind the speaker.

(8) When used on occasions like the unveiling of a statue, the Flag shall be displayed distinctly and separately.

Note. — The Flag shall not be used as a covering for the statue or monument.

(9) When the Flag is displayed on a motor car, it shall be flown from a staff which should be affixed firmly to the car, in the front.

(10) When the Flag is carried in a procession or a parade, it shall be either on the marching right, that is the Flag's own right, or if there is a line of other Flags, in front of the centre of the line.

IV — Incorrect Display

- (1) A damaged or dishevelled Flag shall not be displayed.
- (2) The Flag shall not be dipped in salute to any person or thing.
- (3) No other Flag or bunting shall be placed higher or above or, except as hereinafter provided, side by side with the National Flag; nor shall any object including flowers or garlands or emblem be placed on or above the Flag-mast from which the National Flag is flown.
- (4) The Flag shall not be used as a festoon, rosette or bunting or in any other manner for decoration; nor shall other coloured pieces of cloth be so arranged as to give the appearance of the National Flag.
- (5) The Flag shall not be used to cover a speaker's desk nor shall it be draped over a speaker's platform.
- (6) The Flag shall not be displayed with the «saffron» down.
- (7) The Flag shall not be allowed to touch the ground of the floor or trail in water.
- (8) The Flag shall not be displayed or fastened in any manner as may damage it.

V — Misuse

- (1) The Flag shall not be used as a drapery in any form whatsoever except in State/Military funerals hereinafter provided.
- (2) The Flag shall not be draped over the hood, top, sides or back of a vehicle or a train or a boat.
- (3) The Flag shall not be used or stored in such a manner as may damage or soil it.
- (4) When the Flag is in a damaged or soiled condition, it may not be cast aside or disrespectfully disposed of but shall be destroyed as a whole in private, preferably by burning or by any other method consistent with the dignity of the Flag.
- (5) The Flag shall not be used as a covering for a building.
- (6) The Flag shall not be used as a portion of a costume or uniform of any description. It shall not be embroidered upon cushions or handkerchiefs or printed on napkins or boxes.
- (7) Lettering of any kind shall not be put upon the Flag.
- (8) The Flag shall not be used in any form of advertisement nor as an advertising sign fastened to the pole from which the Flag is flown.
- (9) The Flag shall not be used as a receptacle for receiving, delivering, holding or carrying anything.

Note. — The use of the National Flag or any colourable imitation thereof for the purpose of any trade, business, calling or profession or in the title of any patent, or in any trade mark or design without the prior permission of the Central Government is an offence.

*VI — Display on National Days or on Special Occasions

The display of the National Flag shall be unrestricted on the following occasions:

- (i) Republic Day — during the period from the commencement to the close of the celebrations;

- (ii) National Week — 6th April to 13th April — in memory of the martyrs of Jallianwala Bagh;
- (iii) Independence Day;
- (iv) Mahatma Gandhi's birthday;
- (v) any other particular day of national rejoicing.

Note. — Even on such occasions, the normal provisions regarding the display of National Flag on motor cars shall not be relaxed.

VII — Salute

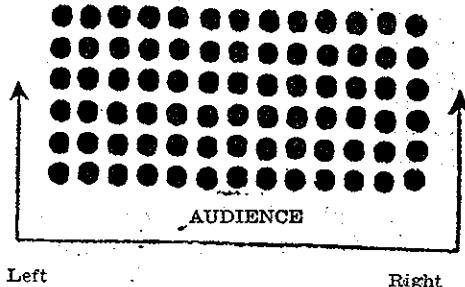
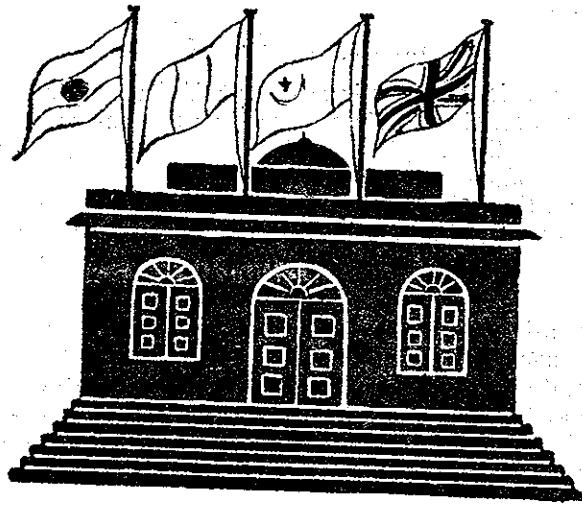
During the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in a review, all persons present should face the Flag and stand at attention. Those present in uniform should render the appropriate salute. When the Flag is in a moving column, persons present will stand at attention or salute as the Flag passes them. A dignitary may take the salute without a head dress.

* Substituted *vide* Government of India, Ministry of Home Affairs letter No. 15/14/62-Pub. II, dated the 19th December, 1962.

VIII — Display with Flags of other Nations and of United Nations

- (1) When displayed in a straight line with Flags of other countries, the National Flag shall be on the extreme right; (i. e.) if an observer were to stand in the centre of the row of the Flags facing the audience, the National Flag should be to his extreme right.

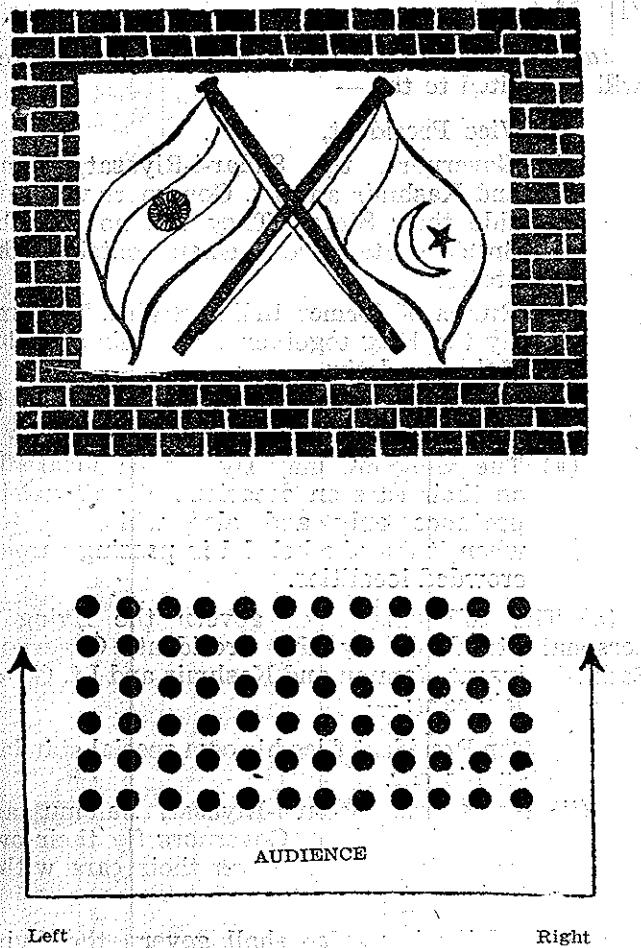
The position is illustrated in the diagram below:



foreign countries shall proceed as from National Flag in alphabetical order on the basis of English versions of the names of the countries concerned. It would be permissible in such a case to begin and also to end the row of Flags with the National Flag and also to include the National Flag in the normal countrywise alphabetical order. The National Flag shall be hoisted first and lowered last.

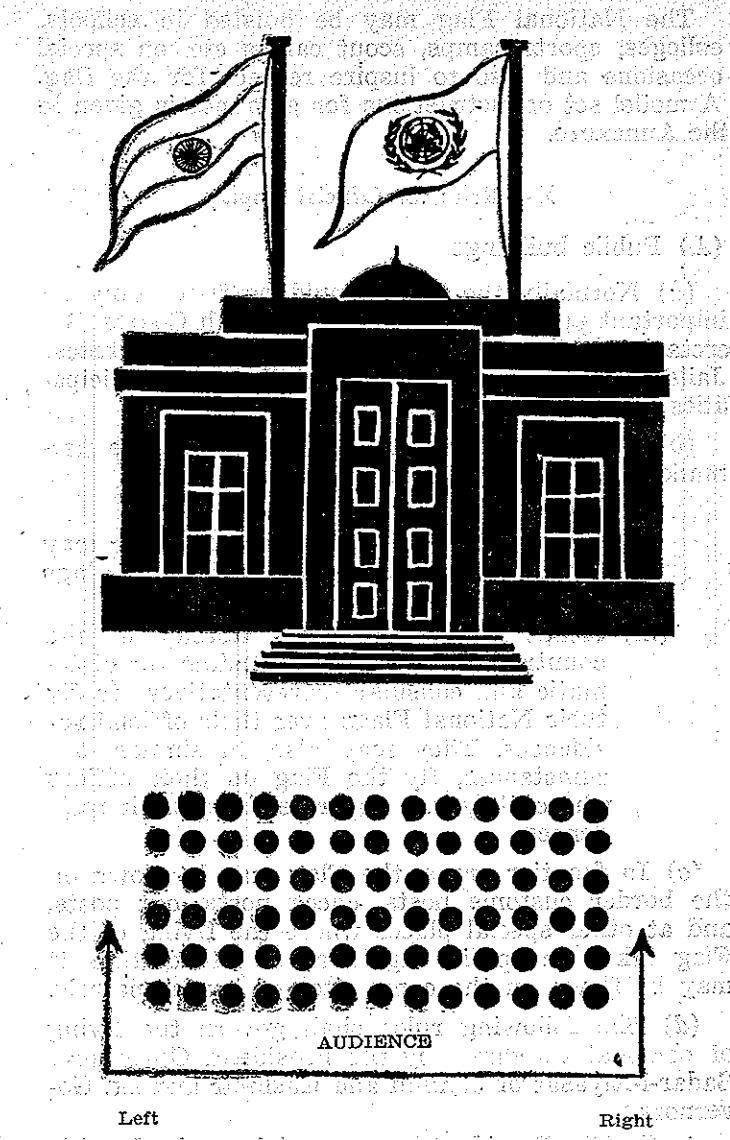
(2) In case Flags are to be flown in an open circle i.e. in an arc or a semi-circle, the same procedure shall be adopted, as is indicated in the preceding clause of this paragraph. In case Flags are to be flown in a closed i.e. complete circle, the National Flag shall mark the beginning of the circle and the Flags of other countries should proceed in a clockwise manner until the last flag is placed next to the National Flag. It is not necessary to use separate National Flags to mark the beginning and the end of the circle of Flags. The National Flag shall also be included in its alphabetical order in such a closed circle.

When the Flag is displayed against a wall with another Flag from crossed staffs, it shall be on the right (i.e.) the Flag's own right, and its staff shall be in front of the staff of the other Flag. The position is illustrated in the diagram below:



(3) When the United Nations' Flag is flown along with the National Flag, it can be displayed on either side of the National Flag. The practice is that the National Flag is displayed on the extreme right with reference to the direction which it is facing (i.e.) extreme left of an observer facing the masts flying

the Flags. The position is illustrated in the diagram below:



(4) When flown with other flags, the flag masts shall be of equal size irrespective of the number of other foreign flags besides the National Flag. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(5) The National Flag shall not be flown from a single mast-head simultaneously with any other flag or flags. There shall be separate mast-heads for different flags.

(6) On occasions specified by the Government, such as a visit of a foreign dignitary, the general public may wave paper National Flags and the paper flags of the other country. After use, they shall be disposed of in a proper manner.

(7) With the permission of the Government, the National Flag and the flags of other countries may be displayed on occasions such as cultural shows, exhibitions, musical concerts, film festivals etc. sponsored by the Diplomatic or Consular representatives of the foreign Governments.

(8) A foreigner or a foreign firm/institution may fly the National Flag of India along with the flag of his/its country on the Indian national days or his/its own country's national days, in accordance with the procedure indicated above.

IX — Use in Educational Institutions, Sports Camps etc.

The National Flag may be hoisted in schools, colleges, sports camps, scout camps etc. on special occasions and also to inspire respect for the flag. A model set of instructions for guidance is given in the Annexure.

X — Rules for Official Display

(A) Public buildings

(a) Normally the Flag should be flown only on important public buildings such as High Courts, Secretariats, Commissioners' Offices, Collectorates, Jails and offices of the District Boards, Municipalities and Zilla Parishads.

(b) The Flag should also be flown on the permanent residences at Headquarters of the —

- (i) Vice-President.
- (ii) Rulers of former Indian States. They may fly the Flag together with their own Flags if they so desire.
- (iii) Heads of Missions/posts abroad in the countries where it is the custom for diplomatic and consular representatives to fly their National Flags over their official residences. They may also, in similar circumstances, fly the Flag on their offices where they are separate from their residences.

(c) In frontier areas, the Flag may be flown on the border customs posts, check posts, out posts, and at other special places where the flying of the Flag takes on special significance. In addition, it may be flown on the camp sites of border patrols.

(d) The following rules shall govern the flying of personal standards by the President, Governors, Sadar-i-Riyasat of Jammu and Kashmir and Lt. Governors.

- (i) The President has a special standard of his own and will continue to fly the same.
- (ii) The Governors, the Sadar-i-Riyasat of Jammu and Kashmir and Lt. Governors have their own special standards and will continue to fly them within their States. When outside their State, they may fly the National Flag, but not their special standards, either at their own or other private residences wherever they may stay.

(e) The following rules shall govern the flying of the National Flag and the personal standards on the occasion of the visit of the President/Vice-President/Prime Minister to the States of the Union: —

- (i) If the President, the vice-President or the Prime Minister, while visiting a State, stays with the Governor or the Sadar-i-Riyasat, Jammu and Kashmir, in the Government House, the President's Standard or the National Flag, as the case may be, should also be flown on the top of the main building or on the top of the wing where the President, the Vice-President or the Prime Minister happens to reside, or in a conspicuous part of the forecourt or the main approach.
- (ii) If the Governor or the Sadar-i-Riyasat, Jammu and Kashmir, stays in the Circuit

House within his State and the Vice-President or the Prime Minister also stays in the same house as his the same practice as in the prece sub-rule should be followed.

- (iii) If the President, the Vice-President or the Prime Minister proceeds to a town where the Governor or the Sadar-i-Riyasat, Jammu and Kashmir is not present, the President's Standard or the National Flag, as the case may be should be conspicuously displayed on a flag-staff or an improvised pole on the top of the house.

(f) When the President, the Vice-President or the Minister visits an institution, the National Flag may be flown by the institution as a mark of respect. The President's personal standard need not be flown by the institution in case of the visit of the President.

(g) On the occasions of the visit to India by the Head of a foreign State such as Emperor/King or President, Heir Prince, Vice-President and the Prime Minister, the National Flag may be flown along with the Flag of the foreign country concerned in accordance with the rules contained in Section VIII by such private institutions as are according reception to the visiting foreign dignitaries and on such public buildings as the foreign dignitaries intend to visit on the day of visit to the institution.

(B) Motor Cars

(a) The privilege of flying the Flag on motor cars will be limited to the —

- (i) Vice President,
- (ii) Governors, the Sadar-i-Riyasat, Jammu and Kashmir and Lt. Governors when outside their States. They will not fly their Special Standards when outside their States.
- (iii) Rulers of former Indian States. They may fly the Flag together with their own flags if they so desire.
- (iv) Heads of Indian Mission abroad in the countries to which they are accredited.
- (v) The Ministers may fly the National Flag on their cars on occasions of national importance only and also while on tour when it may be helpful in passing through crowded localities.

(b) The following rules govern the flying of personal standards by the President, Governors, Sadar-i-Riyasat, Jammu and Kashmir and Lt. Governors on their cars: —

- (i) The President flies his own special standard on his car.
- (ii) Governors, Sadar-i-Riyasat, Jammu and Kashmir, and Lt. Governors fly their own respective standards on their cars within their States.

(c) The following rules shall govern the flying of the National Flag and the personal standards where more than one dignitary travels in the same car: —

- (i) Where the President is travelling in a car, his standard alone should be flown on the vehicle.
- (ii) If the Prime Minister travels in a car accompanied by a Governor, the Sadar-i-

Riyasat Jammu and Kashmir or a Lt. Governor, the National Flag alone should be flown on the car.

The guiding principle in all cases where a number of dignitaries entitled to fly the National Flag and their respective standards, travel by the same car is that only the Flag or the standard of the highest dignitary according to the Warrant of Precedence should be flown on the car.

(d) The following rules shall govern the flying of the National Flag/Personal Standards and the Foreign Flags on cars, provided by Government carrying Foreign dignitaries in India;

The Flag of the foreign V. I. P. will be flown on the left side of the car and on the right side will be flown:-

- (a) the personal standard of the President, if he travels with the foreign dignitary;
- (b) the personal standard of the Governor/Sadar-i-Riyasat if he is the highest dignitary in the Government of India Warrant of Precedence travelling in the car along with the foreign dignitary;
- (c) the National Flag, in any other case.

* (C) Trains:

When the President travels by special train within the country his Personal Standard should be flown on the side facing the platform of the station from where the train departs. The Personal Standard should be flown only when the special train is stationary or when coming into the station where it is going to halt. It should be flown from the driver's cab on the side facing the platform.

*The original sub-rule (C) substituted any new- sub-rule (D) provided vide M. H. A. Letters No. 15/18/62-Pub: II, dated 24-4-63 and dated 6-8-1963.

(D) Aircraft:

(a) The National Flag will be flown on the aircraft carrying the Vice-President or the Prime Minister on a visit to a foreign country. Alongside the National Flag, the Flag of the country visited should also be flown. When the aircraft lands in countries *en route*, the National Flag of the countries touched would also be flown as a gesture of courtesy and goodwill.

(b) The following rules govern the flying of Personal Standard on the aircraft carrying the President:-

- (i) When the President visits a foreign country, the same practice as in sub-rule (D) (a) will be adopted except that the President's Standard will take the place of the National Flag.
- (ii) When the President goes on tour within India, his Personal Standard will be displayed on the side by which the President will embark the aircraft or disembark from it.

XI — Rules for Display by Defence Personnel and Institutions

These Rules will not be applicable to Defence installations and personnel who have their own rules for the display of the National Flag and their own Flags.

XII — Half-Masting

(1) The National Flag shall not be flown half mast except when specially directed by Government.

(2) In the event of a «half-mast day» coinciding with the day on which Flags are to be flown without restriction viz. Republic Day, Independence Day, Mahatma Gandhi's birthday, the Flags shall not be flown at half-mast except over the building where the body of deceased is lying until such time as it has been removed. The Flag shall thereafter be raised to the full-mast position.

(3) If mourning were to be observed in a parade or procession where a Flag is carried, two streamers of black crepe shall be attached to the spear head, allowing the streamers to fall naturally. The use of black crepe in such a manner shall be only by order of Government.

(4) When flown at half-mast, the Flag shall be hoisted to the peak for an instant, then lowered to the half-mast position; but before lowering the Flag for the day, it shall be raised again to the peak.

Note. — By half-mast is meant hauling down the Flag to one half the distance between the top and the guy-line and in the absence of the guy-line, half of the staff.

(5) On occasions of States and Military funerals, the Flag shall be draped over the bier or coffin with the saffron towards the head of the bier or coffin. The Flag shall not be lowered into the grave or burnt in the pyre.

ANNEXURE

Model Instructions for hoisting, saluting and giving pledge to the Flag in Schools.

Direction for hoisting the Flag

(1) The School will assemble in open square formation with the pupils forming the three sides and the Flag-staff at the centre of the fourth side. The Headmaster, the pupil leader and the person unfurling the Flag (if other than the Headmaster) will stand three paces behind the Flag-staff.

(2) The pupils will fall according to classes and in squads of ten (or other number according to strength). These squads will be arranged one behind the other. The pupil leader of the class will stand to the right of the first row of his class and the form master will stand three paces behind the last row of his class, towards the middle. The classes will be arranged along the square in the order of seniority with the seniormost class at the right end.

(3) The distance between each row should be at least one pace (30 inches); and the space between Form and Form should be the same.

(4) When each Form or Class is ready the Class leader will step forward and salute the selected school pupil leader. As soon as all the Forms are ready, the school pupil leader will step up to the Headmaster and salute him. The Headmaster will return the salute. Then, the Flag will be unfurled. The school pupil leader may assist.

The School pupil leader in charge of the parade (or Assembly) will call the parade to attention, just before the unfurling, and he will call them to the salute when the Flag flies out. The parade will keep at the salute for a brief interval, and then on the command «order», the parade will come to the attention position.

(5) The Flag Salutation will be followed by the National Song (Jana Gana Mana). The parade will be kept at the attention during this part of the function.

(6) On all occasions when the pledge is taken, the pledge will follow the National Song. When taking the pledge, the

Assembly will stand to attention and the Head-master will administer the pledge ceremoniously and the Assembly will repeat it after him.

II. Giving the pledge to the Flag

In pledging allegiance to the National Flag, the practice to be adopted in schools is as follows:

Standing with folded hands, all repeat together the following pledge:

«I pledge allegiance to the National Flag and to the Sovereign Democratic Republic for which it stands».

Home Department

Notification

ead: — Order No. HD-65-1325/63 dated
7/3/1964.

In supercession of Government Order, Home Department No. HD-65-1325/63 dated 7/3/1964, Government under Section 4 of the Code of Criminal Procedure, 1898 is pleased to declare the Police Stations as shown in column 2 with jurisdiction as mentioned in column 3 of the Schedule I, appended to this notification.

2. The jurisdiction of Police Sub-Divisions in Goa, Daman and Diu shall be as shown in Schedule II, appended to this notification.

3. The Police Out Posts retained and abolished shall be as specified in Schedule III, appended to this notification.

By order and in the name of the Administrator
of Goa, Daman and Diu.

A. V. Vaz, Under Secretary.

SCHEDULE I

Sr. No.	Name of the Police Station	Jurisdiction of the Police Station
(1)	(2)	(3)
1	Panjim Town	(1) Panjim Town (2) Taleigao (3) Caranzalem.
2	Panjim Rural	(1) Santa Cruz (2) Merces (3) Bambolim (4) Goa-Velha (5) Neura (6) Mandur (7) Cenca (8) Agacaim (9) Batim (10) Azossim (11) Talaolim (Santana) (12) Raibandar (13) Chimbel (14) Se (15) Combarjua (16) Corlim (17) Carambolim (18) St. Estevao (19) São Bartolomeu (Chorao) Out Post

(1) S A O (2) S A M I (3) S A M I

3. Ponda	(1) Ponda (2) Verem (3) Usgaum (4) Kerim (5) Candepar (6) Siroda (7) Queula (8) Marcela (9) Mardol (Out Post) (10) Volvoi (11) Vagurbem (12) Darbandora (13) Betora (14) Cedar (15) Niramcal (16) Conxem (17) Curti (18) Borim (19) Ponchavadi (20) Vadi (21) Talaulim (22) Bandora (23) Adcolna (24) Tiurem (25) Betki (26) Candola (27) Boma (28) Cundaim (29) Cuncoliem (30) Velinga (31) Marcaim
4. Sanguem	(1) Sanguem (2) Cotorli (3) Xelpem (4) Saleuli (5) Uguem (6) Damai (7) Villene (8) Maulinguem (9) Bome (10) Oxel (11) Zuna (12) Tudou (13) Biti (14) Potrem (15) Cumbarim (16) Dongor (17) Patiem (18) Singonem (19) Naiquinim (20) Maissol (21) Curdi (Out Post) (22) Corpeem (23) Vantem (24) Vadem (25) Maida (26) Potrem (27) Cararem (28) Pati (29) Betorlim (30) Nichundrem (31) Joquem (32) Tudon (33) Verlem (34) Salginim
5. Coliem	(1) Coliem (2) Sonaulim (3) Shigao (4) Velapawadi (5) Wesemarada (6) Karyamol (7) Dhat (8) Kajumol (9) Bhoril (10) Makodiye (11) Davagal (12) Matojem (13) Turimarada (14) Caranzol

(2)	(3)	(1)	(2)	(3)
(15) Dudshagar				(39) Agwad
(16) Ghodakewadi				(40) Shlakha
(17) Dukorkhond				(41) Kottalha
(18) Karmanem				(42) Sioim (Out Post)
(19) Tatodi				(43) Onceal
(20) Satgal				(44) Sodiam
(21) Bandoli				(45) Marna
(22) Davakond				(46) Vaghlim
(23) Santon				(47) Dauda
(24) Wagon				(48) Mhabattia
(25) Kaooli				(49) Cuddem
(26) Dabal				(50) Primir Chopra
(27) Sankorda				(51) Aldoma
(28) Udolesm				(52) Nachinola
(29) Kumbarwadha				(53) Pomburpa
(30) Nave				(54) Moira
(31) Male				(55) Olaulim
(32) Goudsaya				(56) Punola
(33) Bhatwadi				(57) Katurli
(34) Murgewadi				(58) Bhaih
(35) Aglet				(59) Vaighinem
(36) Kajumol				(60) Khorjuwa
(37) Margawadi				(61) Khalvim
(38) Pansi				(62) Panarim
(39) Bolkanem				(63) Rhanoi
(40) Tambi				(64) Kharom
(41) Matalwadi				(65) Kulna
(42) Surla				(66) Betim (Out Post)
(43) Dhargem				(67) Porvorim
(44) Bothor				(68) Nerul
(45) Taladi				(69) Sangolda
(46) Deulmol				(70) Socorro
(47) Donganwadi				(71) Britona
(48) Mihtaken				(72) Vaddhem
(49) Sakawada				(73) Batavusta
(50) Othakarwadi				(74) Morrhood
(51) Adolase				(75) Saloi
(52) Satapal				(76) Kittilha
(53) Futiyagai				(77) Ekoshi
(54) Mollem (Out Post)				(78) Bhirosaha
(55) Avalade				(79) Dhandda
(56) Nandran				(80) Verem
(57) Jarashad				(81) Marrah
(58) Barakate				(82) Pilerne
(59) Kasavali				(83) Maikka
(60) Satapal				(84) Thiyim
(61) Sukatali				(85) Muddel
(62) Jamboli				(86) Kerem
6 Mapuça	(1) Mapuça	7 Pernem	(1) Pernem	
	(2) Guirim		(2) Maipe	
	(3) Bastora		(3) Valpe	
	(4) Corlim		(4) Paraste	
	(5) Duler		(5) Uayabag	
	(6) Ucassaim		(6) Bhatpawani	
	(7) Camarcasan		(7) Tuye	
	(8) Shelpem		(8) Bhiranwadi	
	(9) Lahanne Guirim		(9) Zalure	
	(10) Chunchelim		(10) Gawkarwada	
	(11) Paliam		(11) Harmalkarwada	
	(12) Anjuna		(12) Dhargal	
	(13) Assagaon		(13) Khajane	
	(14) Parra		(14) Arabe	
	(15) Pondhak		(15) Dongarwada	
	(16) Chapora		(16) Mahakhanz	
	(17) Mardliangui		(17) Tiwade	
	(18) D'Mel Vadda		(18) Chichiwadi	
	(19) Ollechem Bhat		(19) Osayalbag	
	(20) Kanka		(20) Dadachiwadi	
	(21) Verlem		(21) Parse	
	(22) Colval		(22) Madalwada	
	(23) Revoda		(23) Way Dongor	
	(24) Camurliim		(24) Chawde	
	(25) Nladona		(25) Virnode	
	(26) Chikalim		(26) Warchawada	
	(27) Thaank		(27) Warkhand	
	(28) Chadai		(28) Nagzar	
	(29) Pirnah		(29) Vithaladevi Wada	
	(30) Kalangute		(30) Shambacheadave	
	(31) Candolim		(31) Poraskade	
	(32) Saltigao		(32) Bhandarwada	
	(33) Mollebhat		(33) Harijanwada	
	(34) Nagoa		(34) Ambere	
	(35) Arpora		(35) Khalche Ambere	
	(36) Parlet		(36) Ugve	
	(37) Ordha		(37) Tembwada	
	(38) Bheggaha			

(1)	(2)	(3)	(1)	(2)	(3)
(38) Tambose			(28) Assonora		
(39) Saraswat Wada			(29) Boddiem		
(40) Tonse			(30) Kansa		
(41) Patradevi			(31) Auchitvadda		
(42) Langarbag			(32) Dharrer		
(43) Fakimpata			(33) Sirsaim		
(44) Halarna			(34) Dhomgri		
(45) Tammaswada			(35) Mhaittem		
(46) Mokhawada			(36) Kudachire		
(47) Kaservernem			(37) Mavalinge		
(48) Porwada			(38) Won		
(49) Tulaswada			(39) Wayangini		
(50) Parabwada			(40) Dodamargra (Out Post)		
(51) Mop			(41) Usgao (Out Post)		
(52) Namawada					
(53) Adharimukhawada					
(54) Ibrahimpur					
(55) Heduswada					
(56) Angarwada					
(57) Chipoli					
(58) Chamdel					
(59) Hali					
(60) Hassapur					
(61) Mestwada					
(62) Hankhane					
(63) Wazari					
(64) Sangaw					
(65) Madkai					
(66) Bandel					
(67) Mandrem (Out Post)					
(68) Asbewada					
(69) Naikwada					
(70) Deulwada					
(71) Mongao					
(72) Dewasu					
(73) Pethechiwadi					
(74) Bhalkhazan					
(75) Bhaidwada					
(76) Harambal					
(77) Madalawada					
(78) Gabithwada					
(79) Paliye					
(80) Parabwada					
(81) Bhandarwada					
(82) Kiranpani					
(83) Keri					
(84) Talwada					
(85) Madalawada					
(86) Terekhol					
(87) Morjim					
(88) Vithaldas Wada					
(89) Pirwada					
(90) Bhatpani					
(91) Kachole					
(92) Umarmala					
(93) Kartewada					
(94) Warchawada					
(95) Chopade					
(96) Agarwada					
8 Bicholim					
(1) Advolpale					
(2) Amona					
(3) Virdi					
(4) Arvalem					
(5) Bicholim					
(6) Bordem					
(7) Lamgao					
(8) Carapur					
(9) Cotombi					
(10) Cudnem					
(11) Dumacem					
(12) Laitambancem					
(13) Maem					
(14) Aturlim					
(15) Mencurem					
(16) Mulgaum					
(17) Norcoa					
(18) Navelim					
(19) Pale					
(20) Pilligaon					
(21) Salem					
(22) Sanquelim (Out Post)					
(23) Sarvan					
(24) Sirigaon					
(25) Surla					
(26) Vainguinim					
(27) Velguem					
9 Valpoi					
(1) Valpoi					
(2) Mous					
(3) Ambede					
(4) Yelus					
(5) Karamali Brhma					
(6) Koparde					
(7) Dhabe					
(8) Nagangaon					
(9) Satode					
(10) Nagave					
(11) Hedode					
(12) Khadaki					
(13) Dhaye					
(14) Namus					
(15) Adavayi					
(16) Yelage					
(17) Masorde					
(18) Bonede					
(19) Kudase					
(20) Barajan					
(21) Gavalmal					
(22) Dharkhan					
(23) Shir					
(24) Suranguli					
(25) Chandivadi					
(26) Dhabosa					
(27) Keri (Out Post)					
(28) Gudoli					
(29) Fanusuli					
(30) Anjuno					
(31) Kolavade					
(32) Siroli					
(33) Ghoteli					
(34) Morale					
(35) Paniyo					
(36) Palaise					
(37) Ravan					
(38) Thana					
(39) Pal					
(40) Rive					
(41) Guleli					
(42) Hivare Bk					
(43) Hivare Kd					
(44) Charaveno					
(45) Surla					
(46) Shelpi					
(47) Naneli					
(48) Sigame					
(49) Hedode					
(50) Satodo					
(51) Dongorli					
(52) Honda (Out Post)					
(53) Pisurle					
(54) Sonshi					
(55) Saleli					
(56) Dhanakai					
(57) Wageri					
(58) Khodiye					
(59) Wante					
(60) Solive					
(61) Sonus					
(62) Pavasi					
(63) Karanzol					
(64) Sawarde					
(65) Kumathali					
(66) Famasamal					
(67) Karamali Bk					
(68) Sirangali					
(69) Sixtasode					
(70) Asode					
(71) Kadaival					
(72) Dhar					

(1)	(2)	(3)	(1)	(2)	(3)
17	Canacona				
	(13) Atoriem	(85) Kare			
	(14) Kinkapal	(86) Tamne			
	(1) Chavadi	(87) Erdar			
	(2) Rumadgi	(88) Bonus			
	(3) Sheler	(89) Pede			
	(4) Nagarse	(90) Korle			
	(5) Palvale	(91) Supagudi			
	(6) Valkatta	(92) Band			
	(7) Bhaktawada	(93) Maddal			
	(8) Bhikriwada	(94) Gal			
	(9) Bhatreliwada	(95) Aghos			
	(10) Sawant-Wada	(96) Agonda (Desalwada)			
	(11) Davabag	(97) Veldanha			
	(12) Patne	(98) Pariye			
	(13) Kolamba	(99) Mudchalli			
	(14) Ponsule	(100) Betul			
	(15) Mastimol	(101) Mudkud			
	(16) Dole	(102) Gule			
	(17) Paniye-Rhonde	(103) Chapoli			
	(18) Managan	(104) Nuye-Asali			
	(19) Kindle	(105) Vaijwada			
	(20) Kindle-Bag	(106) Shristhal			
	(21) Divan-Bag	(107) Khalbade			
	(22) Karve	(108) Jamblimal			
	(23) Kudewada	(109) Kondiyebag			
	(24) Vindvanwada	(110) Mokedda			
	(25) Chai	(111) Bhatpal			
	(26) Name	(112) Maital			
	(27) Dutorde	(113) Gavene			
	(28) Shristhal	(114) Karnamale			
	(29) Bupor	(115) Shiroti			
	(30) Barsa	(116) Nuc			
	(31) Badsare	(117) Molare			
	(32) Tudal	(118) Kabodaram			
	(33) Parna	(119) Matve			
	(34) Zittanwada	(120) Saleri			
	(35) Saturit	(121) Karegal			
	(36) Thamle	(122) Kudaye			
	(37) Mane	(123) Amade			
	(38) Anveli	(124) Vagon			
	(39) Ave	(125) Popaydando			
	(40) Barde	(126) Ghane			
	(41) Pishamath	(127) Solye			
	(42) Jaiiphod	(128) Paryekate			
	(43) Edde	(129) Goval			
	(44) Kusle	(130) Kudde			
	(45) Nadike	(131) Jogaymath			
	(46) Keri	(132) Bomkibol			
	(47) Bhutpal	(133) Nabar			
	(48) Endre	18 Daman (Nani)	(1) Nani-Daman		
	(49) Jamibli		(2) Katharia		
	(50) Khalsi		(3) Karivari		
	(51) Chiple		(4) Dabhal		
	(52) Karegal		(5) Regurwada		
	(53) Tilvan		(6) Varkurd		
	(54) Tirval		(7) Dunetha		
	(55) Ambade-Phond		(8) Bhimpur		
	(56) Marli		(9) Kalaria		
	(57) Paitinguini (Velowada)		(10) Nani Vankad and Moti Vankad		
	(58) Asht Agal		(11) Devka		
	(59) Amone		(12) Marwar		
	(60) Ardhophoad		(13) Kachigam		
	(61) Katiyebag	Daman (Moti)	(1) Fort-Daman		
	(62) Kumbegal		(2) Daman Seem		
	(63) Kudal		(3) Camp of Remedios		
	(64) Kilsar		(4) Jumprim		
	(65) Khavat		(5) Pariari		
	(66) Gallye		(6) Dolar		
	(67) Gaigibag		(7) Jampur (Kalai Gate)		
	(68) Dhodikamal		(8) Bhamti		
	(69) Talpon		(9) Falita (Bhatiu)		
	(70) Matangin		(10) Magarwada, Patlara Amanvadi, Badivadi		
	(71) Partagal		(11) Nalla Pardi		
	(72) Pasal		(12) Deva Pardi		
	(73) Barkayephond		(13) Thana Pardi		
	(74) Madgal		(14) Jari		
	(75) Malewade	19 Diu	(1) Diu		
	(76) Muthal		(2) Fudam		
	(77) Shishegal		(3) Ghoghala (Out Post)		
	(78) Pollem (Out Post)		(4) Bhucharwade (Out Post)		
	(79) Shellit		(5) Brankabara (Out Post)		
	(80) Tanshe		(6) Simbor		
	(81) Loliye				
	(82) Babare				
	(83) Watore				
	(84) Mashe				

C
(1)

SCHEDULE II

The jurisdiction of Police Sub-Divisions in Goa, Daman and Diu

Sr. No.	Sub-Division	Sub-Division Headquarters	Police Stations	Police Stations Headquarters
1.	Panjim	Panjim	1) Panjim Town 2) Panjim Rural 3) Ponda	Panjim Panjim Ponda
2.	Mapuca	Mapuca	1) Mapuca 2) Pernem 3) Bicholim 4) Valpoi	Mapuca Pernem Bicholim Valpoi
3.	Margao	Margao	1) Margao Town 2) Margao Rural 3) Sanguem 4) Quepem 5) Canacona 6) Curchorem	Margao Margao Sanguem Quepem Canacona Curchorem
4.	Vasco	Vasco	1) Vasco 2) Marmagao 3) Vasco Railway 4) Collem	Vasco Marmagao Vasco Collem
5.	Daman	Daman	1) Daman 2) Diu	Daman Diu

SCHEDULE III

A — Out Post Retained

Sr. No.	Out-Post	Police Station to which attached
1.	Chorao	Panjim Rural
2.	Mandrem	Pernem
3.	Betim	Mapuca
4.	Siolim	Mapuca
5.	Sanquelim	Bicholim
6.	Usgao	Bicholim
7.	Dodamarg	Bicholim
8.	Honda	Valpoi
9.	Kerim	Valpoi
10.	Mardol	Ponda
11.	Mollem	Collem
12.	Curdi	Sanguem
13.	Chandor	Margao Rural
14.	Cuncolim	Margao Rural
15.	Orlim	Margao Rural
16.	Margao Rly. O. P.	Vasco Railway
17.	Pollém	Canacona
18.	Cortalim	Vasco
19.	Cansaulim	Vasco
20.	Major Bandar	Marmagao
21.	Gogola	Diu
22.	Bucharwada	Diu
23.	Brancabara	Diu

B — Out Posts Abolished

1.	St. Cruz	Panjim Town
2.	Goa Velha	Panjim Town
3.	Alorna	Pernem
4.	Torsem	Pernem
5.	Calangute	Mapuca
6.	Aldona	Mapuca
7.	Colvale	Mapuca
8.	Maem	Bicholim
9.	Asnora	Bicholim
10.	Thanem	Valpoi
11.	Bironda	Valpoi
12.	Sankordem	Collem
13.	Loutilim	Margao
14.	Colva	Margao
15.	Bali	Quepem
16.	Revona	Quepem
17.	Agonda	Canacona
18.	Verna	Margao

A. V. Vaz, Under Secretary, Home Department.

Notification

HD-25/11102/66-A

The following draft amendment which is proposed to be made to the Goa, Daman and Diu, Motor Vehicles Rules 1965 is hereby pre-published as required by section 133, for the information of the persons likely to be affected thereby and notice is hereby given that the said draft amendment will be taken into consideration by the Government of Goa, Daman and Diu on the expiry of one month from the date of its publication in Government Gazette.

Any objection or suggestions which may be received by the Chief Secretary to the Government of Goa, Daman and Diu from any person with respect to the said draft before the expiry of the aforesaid period will be considered by Government.

DRAFT AMENDMENT

In exercise of the powers conferred by sections 21, 41, 65, 67, 68, 70 and 91 of the Motor Vehicles Act 1939 as extended to the Union Territory of Goa, Daman and Diu and all other powers enabling him in that behalf, the Administrator of Goa, Daman and Diu hereby makes the following amendment to the Goa, Daman and Diu Motor Vehicles Rules, 1965.

1. **Short title.** — (1) These rules may be called the Goa, Daman and Diu Motor Vehicles (5th Amendment) Rules, 1966.

(2) These rules shall come into force on

2. **Amendment of Rule 4.36.** — In Sub-rule (1) of Rule 4.36 the word «and» occurring between letters and brackets (e) and (f) shall be substituted by a comma and the letters and brackets (g) and (h) shall be inserted between the letter and brackets (f) and the words «of section 64» occurring in the same sub-rule.

3. **Cancellation of Rule 4.37.** — Rule 4.37 of the said rules shall be deleted.

4. **Amendment of Rule 4.38 and 4.39.** — For the word and figures «rule 4.37» occurring in rules 4.38 and 4.39, the word and figures «rule 4.36» shall be substituted.

5. **Amendment of Rule 4.64.** — Sub-rule (4) of Rule 4.64 shall be deleted.

By order and in the name of the Administrator of Goa, Daman and Diu.

A. V. Vaz, Under Secretary, (Home Department).
Panjim, 6th October, 1966.

Industries and Labour Department

Notification

LC/26/66

The following draft of rules which the Government of Goa, Daman and Diu propose to make for carrying out the purposes of the Maternity Benefit Act,

1961 (53 of 1961) is hereby published as required vide provisions of Section 28 of the said Act. Any objection to any of these rules addressed to the Secretary to Government of Goa, Daman and Diu in the Industries and Labour Department, Secretariat, Panjim, received on or before 15th January 1967 will be considered by Government.

RULES

1. **Short title and commencement.** — (1) These rules may be called the Goa, Daman and Diu Maternity Benefit Rules, 1966.

(2) They shall come into force on

2. **Definitions.** — In these rules, unless the context otherwise requires, —

- (a) the «Act» means the Maternity Benefit Act, 1961 (53 of 1961);
- (b) «Competent Authority» means, the Chief Inspector of Factories appointed under Section 8 (2) of the Factories Act, 1948;
- (c) «Establishment» means a factory or plantation including any such establishment belonging to Government;
- (d) «Form» means a form appended to these rules;
- (e) «Muster Roll» means a muster roll maintained under rule 3;
- (f) «Registered Medical Practitioner» means a medical practitioner whose name has been enrolled in a register maintained under any law for the time being in force regulating the registration of practitioners of medicine;
- (g) «section» means a section of the Act;
- (h) All other words and expressions used hereinafter but not defined herein shall have the same meaning as respectively assigned to them in the Act.

3. **Muster Roll.** — (1) The employer of every establishment in which women are employed shall prepare and maintain a muster roll in Form 'A' and shall enter therein particulars of all women workers in the establishment.

(2) All entries in the muster roll shall be made in ink and maintained up-to-date and it shall always be available for inspection by the Inspector during working hours.

(3) The employer may enter in the muster roll such other particulars as may be required for any other purpose of the Act.

4. **Proof.** — (1) The fact that a woman is pregnant or has been delivered of a child or has undergone miscarriage or is suffering from illness arising out of pregnancy, delivery, premature birth of child or miscarriage shall be proved by the production of a certificate to that effect, —

The certificate shall be in Form «B».

(2) The fact that a woman has been confined may also be proved by the production of a certified extract from a birth register maintained under the provisions of any law for the time being in force or a certificate signed by a registered midwife.

(3) The fact of death of a woman or a child may be proved by the production of a certificate to the

effect in Form «C» from any of the authorities referred to in sub-rule (1) or by the production of a certified extract from a death register maintained under the provisions of any law for the time being in force.

(4) The certificate from a registered mid-wife shall be in form «D».

5. **Payment of maternity and other benefit.** — A woman employed in an establishment entitled to maternity benefit shall give notice to her employer in Form «E» and the employer shall make payment of the maternity benefit and any other amount due under the Act to the woman concerned, or, in case of her death before receiving such maternity benefit or amount, or where the employer is liable for maternity benefit under the second proviso to sub-section (3) of section 5, to the person nominated by the woman in her notice in Form «E» and in case there is no such nominee to her legal representative.

(2) In case of doubt, the maternity benefit or other amount due to a woman employed in an establishment shall be deposited by the employer, within two months of the date of death of the woman concerned with the Competent Authority, who shall after making necessary enquiries, pay it to the person who, in his opinion is entitled to receive it.

(3) Whenever the payment referred to in sub-rule (1) is made, a receipt shall be obtained by the employer in Form «F» from the person to whom the payment is made. In cases falling under sub-rule (2), a receipt shall be given to the employer by the Competent Authority.

(4) The medical bonus shall be paid along with the second instalment of the maternity benefit.

(5) The maternity benefit or any other amount payable under Section 7 shall be paid within two months of the date of death of the woman entitled to receive such benefit or amount.

(6) The wages payable under section 9 shall be paid to the woman entitled to receive such wages within forty-eight hours of production by her of the certificate in Form «B» or Form «D».

(7) The wages payable under section 10 shall be paid to the woman entitled to receive such wages within forty-eight hours of the expiry of the period of leave referred to in that section.

6. **Break for nursing child.** — Each of the two breaks mentioned in section 11 shall be of 15 minutes' duration. An extra sufficient period, depending upon the distance to be covered, shall be allowed for the purpose of journey to and from the creche or the place where the children are left by women while on duty, provided that such extra period shall not be of less than 5 minutes' and more than 15 minutes' duration. If any dispute arises regarding such extra period, the matter shall be referred to the Competent Authority for decision.

7. **Duties and powers of the Competent Authority and Inspectors.** — (1) The Competent Authority shall be responsible for the administration of these rules throughout the territories to which they extend.

(2) Every Inspector shall discharge his duties within the area assigned to him by the State Government and shall act under the supervision and control of the Competent Authority.

(3) Every Inspector shall at each inspection of an establishment see:—

- whether due action has been taken on every notice given under section 6;
- whether the Muster Roll prescribed under rule 3 is correctly maintained;
- whether there have been any cases of discharge or dismissal or notices of discharge or dismissal in contravention of the provisions of section 12 since the last inspection;
- whether the provisions of sub-section (1) of section 4, sub-sections (5) and (6) of section 6, sections 8, 9, 10, 13 and 19 have been complied with and whether amounts due have been paid within the prescribed time;
- whether there have been any cases of deprival of maternity benefit or medical bonus in contravention of sub-section (2) of section 12; and
- how far the irregularities pointed out at previous inspections have been remedied and how far orders previously issued have been complied with.

(4) Where an Inspector observes irregularities against the Act or these Rules, he shall issue orders in writing to the employer asking the latter to rectify the irregularities within a specified period and to report compliances to the Inspector.

8. Acts which constitute gross misconduct.—The following acts shall constitute gross misconduct for purpose of section 12, namely:

- wilful destruction of employer's goods or property;
- assaulting any superior or co-employee at the place of work;
- Criminal offence involving moral turpitude resulting in conviction in a court of law;
- theft, fraud, or dishonesty in connection with the employer's business or property; and
- wilful non-observance of safety measures or rules on the subject or wilful interference with safety devices or with fire fighting equipment.

9. Appeal under section 12.—(1) An appeal under clause (b) of sub-section (2) of section 12 shall be preferred to the Competent Authority in form 'G'.

(2) The appeal may be made in writing and either handed over personally or sent under a registered cover to the Competent Authority.

(3) When an appeal is received, the Competent Authority shall furnish a copy of the memorandum of appeal to the employer, call for his reply thereto and also ask him to produce documents connected with the issue of the appeal by a fixed date. The Competent Authority may ascertain further details if necessary, from the employer as well as from the woman. On considering the facts presented to him and ascertained by him the Competent Authority shall give his decision. In case the employer fails to submit his reply or produce the required documents within the specified period, the Competent Authority may give his decision ex parte.

10. Complaint under Section 17.—(1) A complaint under sub-section (1) of section 17 shall be made in writing in form 'H' or 'T', as the case may be.

(2) When a complaint referred to in section 17 is received by an Inspector, he shall examine the relevant records maintained by the employer in his behalf, examine any person employed in the establishment and take down necessary statement for the purpose of the enquiry and if he is satisfied that the maternity benefit or the amount has been improperly withheld he shall direct the employer to make the payment to the woman or to the person claiming the payment under section 7, as the case may be, immediately or within a specified period.

11. Appeal under Section 17.—(1) An appeal against the decision of the Inspector under sub-section (2) of section 17, shall be to the Competent Authority.

(2) The aggrieved person shall prefer an appeal in writing to the Competent Authority in form 'J' and the other supporting documents.

(3) When an appeal is received, the Competent Authority shall call from the Inspector before a fixed date, the record of the case. The Competent Authority shall, if necessary, also record the statements of the aggrieved person, and of the Inspector and seek clarification if any is required.

(4) Taking into account the documents, the evidence produced before him and the facts presented to him or ascertained by him, the Competent Authority shall give his decision.

12. Supply of forms.—The employer shall supply to every woman employed by him at her request free of cost copies of 'B', 'C', 'D', 'E', 'F', 'G', 'H', and 'T'.

13. Non-submission of notices, appeals or complaints in the prescribed forms.—Nothing in rules 5, 9 and 10 shall affect the right of a woman entitled to receive maternity benefit or any other amount due under the Act if she fails to submit a notice, appeal or complaint under the said rules, as the case may be, in a prescribed form.

Provided that where a notice, appeal or complaint under the said rules has been submitted by a woman entitled to receive maternity benefit or any other amount due under the Act in a form other than the prescribed form, the authority concerned may, within 15 days of the receipt of such notice, appeal or complaint require the woman to submit the notice, appeal or complaint, as the case may be, in the prescribed form.

14. Records.—Records kept under the provisions of the Act and these Rules shall be preserved for a period of two years from the date of their preparation.

15. Abstract.—The abstract of the provisions of the Act and these rules required to be exhibited under section 19 shall be in Form 'K' and shall be exhibited in such manner as the Competent Authority may require.

16. Annual returns.—(1) The employer of every establishment shall on or before the 21st day of

January in each year submit to the Competent Authority a return in each of the Forms «L», «M», «N», and «O» giving information as to the particulars specified in respect of the preceding year.

(2) If the employer of an establishment to which the Act applies sells, abandons or discontinues the working of the establishment, he shall, within one month of the date of sale or abandonment or four months of the date of discontinuance, as the case may be, submit to the Competent Authority a further return in each of the said forms in respect of the period between the end of the preceding year and the date of sale, abandonment or discontinuance.

FORM A

(See Rule 3)

Muster Roll

Name of establishment ...

1. Serial Number.
2. Name of woman and her father's (or, if married, husband's) name.
3. Date of appointment.
4. Nature of work.
5. Dates with month and year in which she is employed, laid off and not employed.

Month	No. of days employed	No. of days laid off	No. of days not employed	Remarks
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6. Date on which the woman gives notice under section 6.

7. Date of discharge/dismissal, if any.

8. Date of production of proof of pregnancy under section 6.

9. Date of birth of child.

10. Date of production of proof of delivery/miscarriage/death.

11. Date of production of proof of illness referred to in section 10.

12. Date with the amount of maternity benefit paid in advance of expected delivery.

13. Date with the amount of subsequent payment of maternity benefit.

14. Date with the amount of bonus, if paid, under section 8.

15. Date with the amount of wages paid on account of leave under section 9.

16. Date with the amount of wages paid on account of leave under section 10 and period of leave granted.

17. Name of the person nominated by the woman under section 6.

18. If the woman dies, the date of her death, the name of the person to whom maternity benefit and/or other amount was paid, the amount thereof and the date of payment.

19. If the woman dies and the child survives, the name of the person to whom the amount of maternity benefit was paid on behalf of the child and the period for which it was paid.

20. Signature of the employer of the establishment authenticating the entries in the muster roll.

21. Remarks column for the use of the Inspector.

FORM B

[See rule 4(1)]

This is to certify that I examined ... wife/daughter of ... a woman employed in ... (name of establishment) on ... (date) and found/cannot discover that she is pregnant and is expected to be delivered of a child within (month and /days) from the above mentioned date/has undergone miscarriage/has been delivered of a child on ... (date) or is suffering from ... (date) from illness arising out of pregnancy/delivery/permature birth of a child or miscarriage.

Signature, qualifications and designation of Registered Medical Practitioner.

Date ...

Definitions of «child» and «miscarriage» as in the Maternity Benefit Act, 1961 —

1. «Child» includes a still-born child.
2. «Miscarriage» means expulsion of the contents of a pregnant uterus at any period prior to or during the twenty-sixth week of pregnancy but does not include any miscarriage, the causing of which is punishable under the Indian Penal Code.

FORM C

[See rule 4(4)]

This is to certify that Smt. ... wife/daughter of ... employed in ... (name of establishment) expired on ... before/during/after confinement. The child died on ... /survives her.

Signature, qualifications and designation of Registered Medical Practitioner.

Date ...

FORM D

[See rule 4(5)]

This is to certify that I examined ... wife/daughter of ... a woman employed in ... (name of establishment) and found that she has been delivered of a child/has undergone miscarriage on ... (date).

Signature of registered midwife.

Date ...

Definitions of «child» and «miscarriage» as in the Maternity Benefit Act,

1. «Child» includes a still-born child.
2. «Miscarriage» means expulsion of the contents of a pregnant uterus at any period prior to or during the twenty-sixth week of pregnancy but does not include any miscarriage, the causing of which is punishable under the Indian Penal Code.

FORM E

[See rule 5(1)]

Notice under section 6 of the Maternity Benefit Act, 1961 ... (name of establishment).

I, ... (name of woman) wife/daughter of ... employed as ... at ... (name of establishment), hereby give notice that I expect to be confined within six weeks next following from the date of this notice/have given birth to a child on ... (date) and shall be absent from work from ... (date). I shall not work in any establishment during the period for which I receive maternity benefit.

2. For the purpose of section 7, I hereby nominate ... (here enter name and address of the nominee) to receive maternity benefit and/or any other amount due to me under the Act in case of my death.

Signature of an Attestor in case the woman is not able to sign and affixes thumb impression.

Date ...

Signature or thumb impression of woman.

FORM F

[See rule 5(3)]

Form of receipt of Maternity Benefit

... (name of establishment).

I, ... the undersigned, a woman employed/the nominee of... woman employee/legal representative of ... woman employee deceased in ... (name of establishment) sit ... in ... district received maternity benefit and/or other amount due under the Maternity Benefit Act, 1961, from the employer of the establishment referred to above, as detailed below:—

Rs. ..., being the first instalment of maternity benefit paid on ...

Rs. ..., being the second instalment of maternity benefit after delivery paid on ...

Rs. ..., being the medical bonus under section of the Act paid on ...

Rs. ..., being the wages for the leave period from ... to... mentioned under section 9 or 10.

* My/Her confinement/miscarriage took place on ... I/She fell ill because of pregnancy, delivery, premature birth of a child or miscarriage on ... In consequence I ... her nominee/legal representative have received the aforesaid amounts prescribed in sections 5, 8, 9 and 10 of the Maternity Benefit Act, 1961.

Signature or thumb impression of ...

*Woman employee or her nominee or legal representative.

Signature of an attester in case the woman is not able to sign and affixes thumb impression.

Date ...

* Strike out unnecessary portion.

FORM G

(See rule 9)

To

The Competent Authority appointed under the Maternity Benefit Act, 1961 ... (Address).

Sir,

I, ..., the undersigned, woman employee of ... (name of establishment and full address), having been wrongly deprived by the employer of maternity benefit or medical bonus or both (strike out unnecessary portion) for the reasons attached hereto, prefer this appeal under sub-section (2) of section 12 and request that the said employer be ordered to pay the above-mentioned amount to me. A copy of the order of the employer in this behalf is enclosed.

Signature or thumb impression of the woman.

Date ...

Signature of an Attester in case the woman is not able to sign and affixes thumb impression.

Full address of the nominee/legal representative.

FORM H

(See rule 10)

To

The Inspector,

(Under the Maternity Benefit Act, 1961)

Sir,

I, ... (name of woman) employed in... (name and full address of establishment) having fulfilled the conditions laid down in the Maternity Benefit Act, 1961 and the Rules thereunder am entitled to Rs. ... being maternity benefit and/or Rs. ... being the medical bonus and/or Rs. ... being wages for leave due under section 9 or 10 but the same has been

improperly withheld by the employer. He may, therefore be directed to pay the amount to me.

Signature or thumb impression of the woman.

Date ...

Signature of an Attester in case the woman is unable to sign and affixes thumb impression.

Full address of the woman.

Date ...

Strike out unnecessary portion.

FORM I

(See rule 10)

To,

The Inspector,

(Under the Maternity Benefit Act, 1961)

I, ... (name), a person nominated under section 6 by or a legal representative of ... (name of woman) employed in... (name and full address of establishment) have to complain that the said woman having fulfilled the conditions laid down in the Maternity Benefit Act, 1961 and the Rules thereunder is entitled to Rs. ... being maternity benefit and/or Rs. ... being the medical bonus and/or Rs. ... being wages for leave due under section 9 or 10 but the same has been improperly withheld by the employer. He may, therefore, be directed to pay the amount to me.

Signature or thumb impression of the nominee/legal representative.

Date ...

Signature of an attester in case the nominee/legal representative is unable to sign and affixes thumb impression.

Date ...

Full address of the nominee/legal representative.

FORM J

(See rule 11)

To

...

Sir,

Shri ... Inspector, having directed under sub-section (2) of section 17 to pay the Maternity Benefit or other amount being ... (nature of amount) to which ... (name of woman) is said to be entitled. I prefer this appeal under sub-section (3) of section 17. In view of the facts mentioned in the memorandum attached hereto and other documents filed herewith it is submitted that the woman is not entitled to the maternity benefit or the said amount and hence the decision of the Inspector in this behalf, copy of which is enclosed, may be set aside.

Signature of aggrieved person.
Full address ...

FORM K

(See rule 15)

(Abstract of the Maternity Benefit Act, 1961, and the rules made thereunder).

1. No employer shall knowingly employ a woman during the six weeks immediately following the day of her delivery or miscarriage and no woman shall work in any establishment during the said period.

2. No pregnant woman shall, on a request being made by her in this behalf, be required by her employer to do during the period of one month immediately preceding the period of six weeks before the date of her expected delivery and also for any period during this period of six weeks for

which she does not avail of leave of absence, any work which is of an arduous nature or which involves long hours of standing, or which in any way is likely to interfere with her pregnancy or the normal development of the foetus, or is likely to cause her miscarriage or otherwise to adversely affect her health.

3. (1) Subject to the provisions of the Act, every woman who has actually worked in an establishment of the employer from whom she claims maternity benefit for a period of not less than one hundred and sixty days, including the days during which she was laid off, shall be entitled to, and her employer shall be liable for, the payment of maternity benefit at the rate of her average daily wages, or one rupee a day, whichever is higher, for the period of her actual absence not exceeding six weeks immediately preceding and including the day of her delivery and for the six weeks immediately following that day.

Provided that the qualifying period of one hundred and sixty days aforesaid shall not apply to a woman who has immigrated into the State of Assam and was pregnant at the time of the immigration:

Provided further that where a woman dies during the period for which maternity benefit is payable to her, the benefit shall be payable only for the days upto and including the day of her death. However, where the woman having been delivered of a child, dies during her delivery or during the period of six weeks immediately following the date of her delivery, leaving behind in either case the child, the employer shall be liable for the payment of maternity benefit for the entire period of six weeks immediately following the day of her delivery but if the child also dies during the said period, then, for the days upto and including the day of the death of the child.

(2) The amount of maternity benefit for the period preceding the date of her expected delivery shall be paid in advance by the employer to the woman on production of a certificate in form 'B' starting that she is pregnant and is expected to be delivered of a child within six weeks of the date of production of the certificate, and the amount due for the subsequent period shall be paid by the employer to the woman within forty-eight hours of production of the certificate in form 'B' or form 'D' stating that she has been delivered of a child or production of a certified extract from a birth Register maintained under the provisions of any law for the time being in force.

4. (1) Any woman employed in an establishment and entitled to maternity benefit under the provisions of this Act may give notice in writing in form 'E', to her employer, stating that her maternity benefit and any other amount to which she may be entitled under this Act may be paid to her or to such person as she may nominate in the notice and that she will not work in any establishment during the period for which she receives maternity benefit.

(2) In the case of a woman who is pregnant, such notice shall state the date from which she will be absent from work, not being a date earlier than six weeks from the date of her expected delivery.

(3) Any woman who has not given the notice when she was pregnant may give such notice as soon as possible after the delivery.

(4) On receipt of the notice, the employer shall permit such woman to absent herself from the establishment until the expiry of six weeks after the day of her delivery.

5. (1) Every woman entitled to maternity benefit under the Act shall also be entitled to receive from her employer a medical bonus of twenty-five rupees, if no pre-natal, confinement and post-natal care is provided for by the employer free of charge. The medical bonus shall be paid along with the second instalment of the maternity benefit.

(2) In case of miscarriage, a woman shall, on production of a certificate in Form 'B' or Form 'D' be entitled to leave with wages at the rate of maternity benefit, for a period of six weeks immediately following the day of her miscarriage. The wages shall be paid within 48 hours of production of the certificate in Form 'B' or Form 'D'.

(3) A woman suffering from illness arising out of pregnancy, delivery, premature birth of child or miscarriage shall, on production of a certificate in Form 'B', be entitled in addition to the period of absence allowed to her on account of maternity or miscarriage, as the case may be, to leave with wages at the rate of maternity benefit for a maximum

period of one month. The wages for the leave shall be paid within 48 hours of the expiry of that period.

6. Every woman delivered of a child who returns to work after such delivery shall, in addition to the interval for breaks allowed to her, be allowed in the course of her daily work to breaks of 15 minutes duration for nursing the child until the child attains the age of fifteen months. An extra sufficient period, depending upon the distance to be covered, shall be allowed for the purpose of the journey to and from the creche or the place where the children are left by women while on duty, provided that such extra period shall not be less than 5 minutes and more than 15 minutes duration.

7. (1) When a woman absents herself from work in accordance with the provisions of the Act, it shall be unlawful for her employer to discharge or dismiss her during or on account of such absence or to give notice of discharge or dismissal on such a day that the notice will expire during such absence, or to vary to her disadvantage any of the conditions of her service.

(2) (a) The discharge or dismissal of a woman at any time during her pregnancy, if the woman but for such discharge or dismissal would have been entitled to maternity benefit or medical bonus shall not have the effect of depriving her of the maternity benefit or medical bonus.

Provided that where the dismissal is for one or more of the following acts, the employer may, by order in writing communicated to the woman, deprive her of the maternity benefit or medical bonus or both —

- (i) wilful destruction of employer's goods or property;
- (ii) assaulting any superior or co-employee at the place of work;
- (iii) criminal offence involving moral turpitude resulting in conviction in a court of law;
- (iv) theft, fraud, or dishonesty in connection with the employer's business or property; and
- (v) wilful non-observance of safety measures or rules on the subject or wilful interference with safety devices or with fire-fighting equipment.

(b) Any woman deprived of maternity benefit or medical bonus or both, may within sixty days from the date on which the order or such deprivation is communicated to her, appeal in Form 'G' to the Chief Inspector of Factories and the decision of the Chief Inspector of Factories on such appeal whether the woman should or should not be deprived of maternity benefit or medical bonus or both, shall be final.

8. If a woman works in any establishment after she has been permitted by her employer to absent herself under the provisions of the Act, she shall forfeit her claim to the maternity benefit for such period.

9. (1) Any woman claiming that maternity benefit or any other amount to which she is entitled under the Act and any person claiming that payment due has been improperly withheld may make a complaint to the Inspector in writing in Form 'H' or 'I' as the case may be.

(2) The Inspector may, of his own motion or on receipt of a complaint in Form 'H' or 'I' make an inquiry or cause an enquiry to be made and if satisfied that payment has been wrongfully withheld, may direct the payment to be made in accordance with his orders.

(3) Any person aggrieved by the decision of the Inspector may, within thirty days from the date on which such decision is communicated to such person, appeal to the Chief Inspector of Factories.

(4) The decision of the Chief Inspector of Factories where an appeal has been preferred to him or of the Inspector where no such appeal has been preferred, shall be final.

10. (a) The employer shall supply to every woman employed by him at her request free of cost copies of Forms 'B', 'C', 'D', 'E', 'F', 'G', 'H' and 'I'.

(b) The failure to submit a notice, appeal or complaint in the prescribed form will not affect the right of a woman entitled to receive maternity benefit or any other amount due under the Act. Where a notice, appeal or complaint has been received in a form other than the prescribed form, the authority concerned shall within fifteen days of the receipt of such notice, appeal or complaint, require the woman to submit the notice, appeal or complaint, as the case may be, in the prescribed form.

11. (a) The employer of every establishment in which women are employed shall prepare and maintain a muster roll in Form «A» and shall enter therein particulars of all women workers in the establishment.

(2) All entries in the muster roll shall be made in ink and maintained up-to-date and it shall always be available for inspection by the Inspector during working hours.

(b) The employer of every establishment shall on or before the 21st day of January in each year submit to the Chief Inspector of Factories a return in each of the Forms «L», «M», «N» and «O» giving information as to the particulars specified in respect of the preceding year.

FORM L

(See rule 16)

Annual return for the year ending on the 31st December, 19

1. Name of the establishment.
2. Full Postal address of the establishment.
3. Date of starting of the establishment.
4. Date of closing, if closed.
5. Name of employer.
6. Postal address of employer.
7. Name of managing agent, if any.
8. Postal address of managing agent.
9. Name of Agent or representative of employer.
10. Postal address of representative of employer.
11. Name of Manager.
12. Postal address of Manager.
13. If there is any medical officer, attached to the establishment his
 - a) name.
 - b) qualification.
 - c) address.

Signature of employer
Date

FORM M

(See rule 16)

Employment, dismissal, payment of bonus, etc. of women for the year ending on 31st December, 19...

1. Establishment.
2. Aggregate number of women permanently or temporarily employed during the year.
3. Number of women who worked for a period of not less than one hundred and sixty days in the twelve months immediately preceding the date of delivery.
4. Number of women who gave notice under section 6.
5. Number of women who were granted permission to absent on receipt of notice of confinement.
6. Number of claims for maternity benefit paid.
7. Number of claims for maternity benefit rejected.
8. Number of cases where prenatal, confinement and post-natal care was provided by the management free of charge (section 8).
9. Number of claims for medical bonus paid (section 8).
10. Number of claims for medical bonus rejected.
11. Number of cases in which leave for miscarriage was granted.
12. Number of cases in which leave for miscarriage was applied for but was rejected.
13. Number of cases in which additional leave for illness under section 10 was granted.
14. Number of cases in which additional leave for illness under section 10 was applied for but was rejected.

Signature of employer
Date

FORM N

(See rule 16)

Details of payment made during the year ending 31st December 19...

Name of person to whom paid	Amount paid
1. Date of payment.	
2. Woman employee.	
3. Nominee of the woman.	
4. Legal representative of the woman.	
5. Amount for the period preceding date of expected delivery.	
6. Amount for the subsequent period.	
7. Under section 8 of the Act.	
8. Under section 9 of the Act.	
9. Under section 10 of the Act.	
10. Number of women workers who absconded after receiving the first instalment of maternity benefit.	
11. Cases where claims were contested in a court of law.	
12. Results of such cases.	
13. Remarks.	

Signature of employer
Date

FORM O

(See rule 16)

Prosecuting during the year ending 31st December, 19

Place of employment of the woman employee	Number of cases instituted	Number of cases which resulted in conviction	Remarks
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(For establishment)

N. B. — Reasons for prosecution should be given in full in the Appendix below:

Signature of employer
Date 19By order and in the name of the Administrator
of Goa, Daman and Diu.B. K. Chougule, Secretary, Industries and Labour
Department.

Panjim, 6th October, 1966.

Notification

I&L/1480/66/2916

Notification No. 7-PG(24)/66 dated 5th October, 1966 issued by the Ministry of Transport & Aviation, Department of Transport & Shipping (Transport Wing), Government of India, New Delhi, is hereby re-published for the information of the general public.

B. B. Rane, Under Secretary, Industries and Labour Department.

Panjim, 14th October, 1966.

GOVERNMENT OF INDIA

MINISTRY OF TRANSPORT AND AVIATION

Department of Transport and Shipping
(Transport Wing)

New Delhi, the 5th October, 1966

Notification

Ports

G.S.R. In exercise of the powers conferred by section 122 of the Major Port Trusts Act, 1963 (38 of 1963), the Central Government hereby proposes to make the following rules to amend the Mormugao Port Trust (Payment of Fees and Allowances to Trustees) Rules, 1964 and as required by sub-section (2) of the said section the same are hereby published for the information of persons likely to be affected thereby.

2. Notice is hereby given that the draft Rules will be taken into consideration on or after the

30-10-1966. Any objections or suggestions which may be received with respect to the said draft on or before the date so specified shall be taken into consideration by the Central Government.

Draft Amendment

1. These Rules may be called the Mormugao Port Trust (Payment of Fees and Allowances to Trustees) Amendment Rules, 1966.

2. For rule 3 of the Mormugao Port Trust (Payment of Fees and Allowances to Trustees) Rules, 1964, the following rule shall be substituted, namely:—

3. Every Trustee of the Port Trust Board of Mormugao, other than the Chairman, Deputy Chairman or any other Trustee who is a servant of the Central or the State Government, shall be entitled to a fee of rupees twenty five for attendance at each ordinary or special meeting of the Board and rupees fifteen for attendance at each meeting of any Committee appointed by the Board under sub-section (1) of section 17 of the Act at which a quorum is present and business is transacted and which he attends from the beginning to the end thereof;

Provided that the aggregate amount of fees payable to any Trustee in respect of the meetings held during any month shall not exceed rupees one hundred and fifty.

(No. 7-PG(24)/66)

K. L. Gupta, Under Secretary to the Government of India.